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Fourth Biennial Report
OF
The State
Civil Service Commission
OF
Colorado



1925-1926

DENVER, COLORADO
BRADFORD-ROBINSON Ptg. Co.
1927

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1927

State Civil Service Commissioners

WILLIAM V. ROBERTS, President

ELIZABETH W. QUEREAU

P. J. HAMROCK

ALICE M. GAFFY, *Secretary*

MAE F. THOMAS, *Stenographer-Clerk*

OFFICE

STATE CAPITOL BUILDING

DENVER, COLORADO

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Letter of Transmittal

November 30, 1926.

To His Excellency,
THE GOVERNOR OF COLORADO,
Executive Chambers, Denver.

SIR:

The State Civil Service Commission presents herewith for your consideration its Fourth Biennial Report, for the biennial period ending November 30, 1926.

(Signed) WILLIAM V. ROBERTS,
President.

(Signed) P. J. HAMROCK,
Commissioner.

(Signed) ELIZABETH QUEREAU,
Commissioner.



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Fourth Biennial Report
OF
THE STATE CIVIL SERVICE COMMISSION
OF
Colorado

Denver, Colorado, November 30, 1926.

The State Civil Service Commission herewith presents a report of its proceedings during the biennial period of 1925 and 1926 under the Constitutional Amendment adopted by the people on November 5, 1918, and subsequent act of the Legislature, Chapter 20, Session Laws of 1919.

HISTORY OF ORGANIZATION

The appointment of Commissioner Nancy Kirkland expired December 30, 1924, and to this vacancy Governor William E. Sweet appointed Elizabeth W. Quereau, issuing the following executive order:

ORDERED:

That Mrs. Elizabeth W. Quereau of the City and County of Denver, State of Colorado, be and she hereby is appointed a member of the State Civil Service Commission, for a full term of six years, said term expiring December 30, 1930.

GIVEN under my hand and the Executive Seal this thirtieth day of December, A. D. 1924.

(Signed) WILLIAM E. SWEET,
Governor.

(SEAL)

Governor Sweet then proceeded to oust Commissioner William V. Roberts, whose term of office did not expire until December 30, 1926. A so-called hearing of charges was held and the governor ordered the dismissal of Commissioner Roberts and appointed Mr. Henry A. Hicks to fill the unexpired term. Commissioner Roberts refused to comply with the order of dismissal and the National Guard was called out to eject him from the office. On advice of his attorneys, Commissioner Roberts relinquished the office to the National Guard and immediately instituted legal action to retain the office. Commissioner Roberts' right to the office was upheld by the Supreme Court, in a decision holding that a civil

service commissioner may be removed from office only through impeachment by the State Senate.

Following receipt of the decision, a meeting of the commission was held. By unanimous vote, Commissioner Roberts was continued as president of the commission. On November 11, 1926, he resigned as president, because of stress of personal business. On motion of Commissioner Quereau, seconded by Commissioner Roberts, Colonel P. J. Hamrock was elected president. At this time the personnel of the commission is as follows:

Col. P. J. Hamrock, President, term expires December 30, 1928.

Elizabeth Quereau, Commissioner, term expires December 30, 1930.

William V. Roberts, Commissioner, term expires December 30, 1926.

Most of the past two years the commission has been in litigation—either preventing an employe from being deprived of his rights under Article XII, Section 13, of the Constitution, or assisting in thwarting the attempts of unscrupulous organizations to nullify civil service. Petitions for the repeal of the civil service amendment were circulated three different times during the past two years. Failure to file the petitions on the given date after the first two attempts gave rise to the conclusion that the circulators were unable to secure the required number of names. On June 18, 1926 (the last day to file the petitions so the amendments could appear on the ballot at the general election), a bundle of petitions purporting to contain the required number of signatures was filed with the Secretary of State. The Colorado State Civil Service Employees' Association filed a protest with the Secretary of State, charging fraud. A hearing was held and the sponsors of the petitions admitted that the petitions had been taken apart and rearranged after the circulators had sworn to the authenticity of the signatures. The Secretary of State, on advice of the Attorney General, held that the petitions as filed were sufficient, and ordered the amendment for the repeal of Article XII, Section 13, of the Constitution placed on the ballot.

The Employees' Association obtained an injunction restraining the Secretary of State placing the amendment on the ballot and the case finally reached the Supreme Court. The decision of this court was to the effect that the petitions had been mutilated, torn into single sheets and after pasting on sufficient paper to make the petitions the required length, they were again stapled together, and in so doing made worthless the oath taken by the circulator of each petition that to the best of his knowledge all to whom the petition had been presented for signature were persons qualified to sign under the law.

The commission has been seriously handicapped since its inception through lack of appropriation. The funds available for the past two years were so inadequate as to have made it impossible for the commission to function, had it not been for the assistance

rendered by various departments in permitting the commission the use of a stenographer from time to time. In the last appropriation, the commission was allowed only one stenographer-clerk. The general daily routine and detail of office work is more than one employe can do, and when the work of scheduling and holding examinations is added, the services of additional employes are imperative.

Every effort will be made to show the appropriation committees of the General Assembly the needs of the commission. If these committees will make an investigation of what is required of the commission, confidence is felt that the requested appropriations will be allowed.

The classified service, which comprises practically every appointive position in the state service, totals thirteen hundred twenty-six (1326) employes; nine hundred forty-eight (948) male and three hundred seventy-eight (378) female.

There are seven hundred eighty-one (781) permanent employes in positions in the classified service; three hundred eighty-four (384) provisionals, and one hundred sixty-one (161) temporary employes. The greatest number of provisional employes are in institutions, occupying positions for which it has been practically impossible to establish eligible lists, on account of the very small salaries paid. Employes in these positions are changing constantly, few, if any, remaining longer than a month or two at one time.

Frequently the complaint is heard that the Civil Service Commission is responsible for continuing inefficient persons in the state service. This is not true, for the commission has worked untiringly to bring the merit system to the highest degree of efficiency, and if employes who are inefficient and lack discipline are continued in the service, the blame must rest upon the heads of departments and institutions. Employes who are incompetent or inattentive to their duties will not be protected by the Civil Service Commission, but will be dismissed from the service when proof of their unfitness is placed before the commission. The commission will protect to the full extent of the law, those employes who are faithfully and efficiently performing their duties and making an effort to promote efficiency.

The present method of appropriating funds has made it very difficult for the commission to establish a uniform scale of salaries. In practically every instance, appropriations are so made that the employe entering the service receives the same salary paid employes of many years' training and experience, who, by their efficiency, have become invaluable in their positions. One may readily see that the continuation of such a practice must naturally create an attitude of discontent, and the employe who has just cause for dissatisfaction can not be expected to maintain his or her efficiency.

Repeated efforts have been made by the commission to secure an appropriation sufficient to establish and maintain what is termed

"efficiency records". These records would consist of monthly reports to the commission by the department heads, on the conduct and work of each employe. From these records a proper basis for a salary schedule could be arranged and if this record system and budget system be established, the commission has no hesitancy in stating the highest degree of efficiency and economy could be maintained.

The commission holds formal weekly meetings, at which all matters pertaining to the employment of persons in the classified service are discussed. Informal meetings are called whenever the business of the commission warrants.

A complete and detailed record of the employment of every person in the classified service is kept in the office of the commission. Any changes affecting an employe are recorded in the minutes of the meetings of the commission, on a roster card containing the name and other pertinent information relative to an employe's employment, and in a permanent book roster, so that a complete record of every employe is available at all time.

Payrolls containing the names of all employes in the classified service are certified by the commission each month. Payrolls must agree in every respect with the roster on file in the office of the commission.

APPROPRIATIONS AND EXPENDITURES

BIENNIAL PERIOD, 1925-1926

APPROPRIATIONS

3	Commissioners, salaries	\$18,000.00
1	Secretary, salary	4,800.00
1	Clerk-Stenographer, salary	2,400.00
	Traveling and Incidental (including expenses of Sweet-Tynan case)	3,500.00
	General Incidental	2,000.00
		<hr/>
		\$30,700.00

EXPENDITURES

3	Commissioners, salaries	\$18,000.00
1	Secretary, salary	4,800.00
1	Clerk-Stenographer, salary	2,400.00
	Traveling and Incidental (expense of Sweet-Tynan case, \$1,500.00)	3,500.00
	*General Incidental	2,200.00
		<hr/>
		\$30,900.00

* \$200.00 was transferred by the State Auditing Board from the general funds to the General Incidental fund of this commission, to enable us to employ a stenographer to help with extra work incident to examinations.

COMPLAINTS AND CHARGES

The following complaints and charges were filed with the commission during the biennial period ending November 30, 1926. The commission thoroughly investigated all cases brought before it and if the case were of sufficient consequence, formal hearing

was held, witnesses summoned, testimony taken, and a complete record of the case transcribed and placed on file. The commission endeavored to give fair and impartial hearings and its findings in every case were based entirely upon the evidence presented. Of the amount appropriated for Traveling and Incidental Expenses for the biennial period, approximately eighteen hundred dollars (\$1800.00) was expended by the commission in conducting hearings of complaints and charges:

CASE No. 32.

Robert Grund vs. John R. Smith, Chief Prohibition Agent, Law Enforcement Department. Charging that respondent addressed complainant in insulting and humiliating manner, calling him profane names and attacking him; thereafter refusing to allow complainant to continue in employment of Law Enforcement Department; that conduct of respondent was actuated by malice, hatred and ill will. Hearing held. Respondent found guilty as charged and permanently removed from service.

CASE No. 33.

William E. Sweet, Governor of Colorado, vs. Thomas J. Tynan, Warden, State Penitentiary. Charging official misconduct, highly detrimental to the good of the service, neglect of duty, incompetency and inefficiency, cruel and inhuman treatment of prisoners. Hearing held. Majority of commission found charges not sustained by proper and believable evidence. Respondent exonerated and case dismissed.

CASE No. 34.

Thomas J. Tynan, Warden, State Penitentiary, vs. J. L. Chenault, Cell House Keeper, and S. O. Nichols, Guard. Charging carelessness and neglect of duty; permitting escape of a prisoner. Hearing held. Majority of commission found respondents guilty as charged. Dismissed from the service.

CASE No. 35.

Clarence J. Morley, Governor of Colorado, vs. Julius Weinberger, Deputy Prohibition Agent. Charging respondent with having in his possession certain intoxicating liquor, while on premises of State Industrial School, Golden; of drinking certain of said liquor, serving and giving it away in one of the buildings of said Industrial School. Complainant failed to appear at hearing, to prosecute charges. Case dismissed.

CASE No. 36.

Alma V. Lafferty vs. Claude D. Jones, Superintendent, State Industrial School for Boys. Charging gross misconduct, violation of eight-hour law, quarantine laws; cruelty to inmates. Hearing held. Majority of commission found respondent not guilty as charged. Respondent exonerated. Case dismissed.

CASE No. 37.

Andrew Dick, et al., vs. W. S. Abbott, Water Commissioner, District No. 16. Charging neglect of duty, discrimination, unlawful distribution of water, incompetency. Respondent resigned before hearing was held. Charges withdrawn. Case dismissed.

CASE No. 38.

Foster Cline, District Attorney, vs. Grant McFerson, State Bank Commissioner. Charging neglect of duty, incompetency; that respondent was negligent and inefficient in liquidation of certain banks; permitted directors and officers of certain banks to maintain depleted reserve; failed to notify District Attorney of said violation of law. Hearing held. Respondent found not guilty as charged. Case dismissed.

LEGAL OPINIONS

January 22, 1925. An opinion from the Attorney General of Colorado, regarding qualifications of appointee to the position of Commissioner of Public Printing; that Section 4310 of Compiled Laws of Colorado, 1921, is not in effect and does not govern the commission in the matter; that qualification, fitness and efficiency of an appointee to the office in question are to be determined by the Civil Service Commission.

January 26, 1925. An opinion regarding the taking of depositions, acceptance of affidavits, subpoenaing of witnesses; in connection with hearing of Sweet-Tynan case.

January 26, 1925. Attorney General held that the provisions of Article XII, Section 13, of the Constitution guarantee to the civil service employe an "opportunity to be heard" before members of the State Civil Service Commission—not before any delegated body.

January 30, 1925. An opinion to State Auditor Davis—copy to this commission—authorizing payment of salary to William V. Roberts as *de facto* officer, pending settlement of controversy over the office of civil service commissioner.

February 10, 1925. An opinion regarding the power of the General Assembly to provide adequate appropriations for this commission—holding that the question of whether Article XII, Section 13, of the Constitution empowered the State Civil Service Commission to incur and pay expenses in excess of appropriations provided by General Assembly was one upon which the courts had never passed; that it was for them to decide, not the Attorney General.

May 29, 1925. An opinion to the effect that there is grave doubt as to whether the salaries of the Secretary of Minimum Wage Commission and Assistant State Librarian are continuing statutory appropriations; that it is a matter for the courts to decide.

May 29, 1925. Attorney General decided that Sheldon Tucker, secretary of the State Tax Commission—whose salary was vetoed

by Governor Morley—is entitled to a lower position in the same department, if he is competent to discharge duties thereof, and if present incumbent of the lower position was appointed subsequent to the appointment of Mr. Tucker as secretary.

May 29, 1925. An opinion to the effect that Dr. Katherine Polly, Rural School Supervisor, office of Superintendent of Public Instruction, whose salary was vetoed by Governor Morley, is entitled to be certified into a lower position in the same department—the duties of which she is capable of performing—if the incumbent of said lower position was appointed subsequent to the appointment of Dr. Polly.

June 1, 1925. An opinion relative to certification of payrolls by the Civic Service Commission.

June 25, 1925. An opinion, holding that the governor has the right to appoint prohibition officers to serve without pay.

November 3, 1925. An opinion to the effect that the employees of the University of Colorado and Colorado General Hospital are within the classified service, although the Board of Regents has exclusive control of the funds of said institutions; that the courts of the state have not yet decided whether or not the Civil Service Commission has the power to determine the salaries of persons in the classified civil service.

SUPREME COURT DECISIONS

Action in quo warranto brought by H. A. Hicks, relator, against William V. Roberts, respondent, to try the title to office of civil service commissioner. Judgment in lower court in favor of relator. Appeal made by respondent to Supreme Court, which tribunal reversed decision of the lower court and held that the governor has not the power to remove a civil service commissioner; such removal being governed by Section 2, Article XIII of the Constitution; i. e., by impeachment.

Petition for an initiated amendment to repeal Section 13 of Article XII of the State Constitution was filed with secretary of state; protest made by State Civil Service Employees Association, through its secretary, T. R. Elkins; overruled by secretary of state, whose action was upheld by District Court. Appeal made to Supreme Court, which body held that petitions were illegal and that question of repeal of said constitutional amendment could not be placed on the ballot of November, 1926, election.

SUMMARY AND RECOMMENDATIONS

Adequate funds must be appropriated if the commission is to develop the merit system to the highest degree of efficiency. The commission is seriously in need of a standardized classification. The one now in use is obsolete and in many instances positions recently created can not in any way be fitted into the classification. A fund should be allowed to employ the necessary technical help

to make a complete survey of all state departments and institutions, to properly classify all positions and standardize all salaries.

It is recommended that the General Assembly provide the commission with at least one more employe. It would have been practically impossible for the commission to have held any examinations during the past biennial period, had not the Auditing Board allowed the expenditure of nearly two thousand dollars (\$2,000.00) from the General Incidental Fund to employ additional help. The commission was also obliged to borrow stenographers and clerks from several of the departments, in order to carry on the tremendous detail involved in conducting examinations. Lack of help caused considerable delay in grading examination papers and establishing eligible lists.

Every employe whose salary was vetoed by Governor Morley in the Long Appropriation Bill for the past biennial period, was placed in another position in the classified service. Should these employes desire to return to their former positions—if said positions are again appropriated for—they will be allowed to do so, retaining their complete and original rights.

During the past biennial period the commission held examinations for many of the higher grade positions. The persons certified from these examinations are apparently making splendid records in economy and efficiency.

In preparing questions to be used in assembled examinations, the commission adhered strictly to the duties involved in the positions for which examination was given, and asked only such questions as would bring forth concise and definite answers, showing knowledge and qualifications possessed by candidates. In grading the papers, careful consideration was given the education, training, experience and personal qualifications of each candidate. Non-assembled examinations were covered by questions pertaining entirely to training and experience, answers to which were sworn to by the applicant.

It was necessary to solicit the services of assistant examiners in preparing questions and grading papers in examinations for technical positions, also in conducting examinations outside of Denver. Splendid assistance was rendered the commission by heads of departments and institutions, as well as friends of the merit system not allied with the state service, and the Bureau of Public Personnel Administration in Washington, D. C. The commission wishes to take this opportunity to thank those who, without compensation, so willingly assisted in conducting examinations.

Respectfully submitted,

(Signed) WILLIAM V. ROBERTS,
President,

(Signed) P. J. HAMROCK,
Commissioner,

(Signed) ELIZABETH QUEREAU,
Commissioner

SUMMARY OF OPEN COMPETITIVE EXAMINATIONS 1925-1926

Class of Examination	No. Held	Number of Persons		
		Applied	Examined	Passed
Assembled	13	448	377	242
Non-assembled	22	396	228	203
	35	844	605	445
Total number of eligibles, males.....				259
Total number of eligibles, females.....				186
				445

EMPLOYEES IN CLASSIFIED SERVICE		APPOINTMENTS, RESULT OF EXAMINATIONS	
Male	948	Permanent	224
Female	378	Temporary	10
	1,326		234

Declinations of appointment 30

CHANGES IN CLASSIFIED SERVICE	
Promotions	70
Transfers	12
Reinstatements	12
Demotions	6
Resignations	324
Discharges	26
Deaths	18
Suspensions	5
Leaves of absence.....	212

SCHEDULES OF EXAMINATIONS HELD DURING BIENNIAL PERIOD

1925

NOTICE OF EXAMINATIONS

Notice is hereby given that the State Civil Service Commission of Colorado will hold open competitive examinations as follows:

All applicants must be qualified electors of Colorado (citizens of the United States, over 21 years of age, who have resided in Colorado for the past year). Applications must be on blank

forms obtained from the commission, which will be sent upon request.

All applications must be in the office of the commission on the date given below as the last date for filing, together with examination fee of \$1.00. Oral tests will be given if the commission deems it necessary in order to further determine the qualifications of the applicant. Applicants must submit to a physical examination when required.

Applicants must furnish pens, pencils, erasers, ink and blotters.

ASSEMBLED EXAMINATIONS

The following assembled examinations will be held in Denver only, on the given dates, at 9:15 A. M., in the House Chamber, State Capitol Building:

Date of Examination 1925		Last Date for Filing
June 10	CHIEF GAME WARDEN AND DEPUTY GAME WARDEN— Department of Game and Fish: Salary \$125 per month. Applicants must be under 45 years of age, and must submit to physical examination.	June 3
June 17	COMMISSIONER OF PUBLIC PRINTING: Salary \$2,500 per annum. Applicants must possess a thorough knowledge of the details of all kinds of book and job work, and must have had at least five (5) years' experience therein.	June 11
June 17	CHIEF PLUMBING INSPECTOR— Colorado State Board of Health: Salary \$2,400 per annum. Applicants must be qualified from practical experience as plumber.	June 11
June 24	INSPECTOR, DISTRICT NO. 4— Bureau of Mines: Applicants must have resided for at least five (5) years continuously in District No. 4, which embraces the following counties: Montrose, San Miguel, Dolores, Montezuma, Ouray, San Juan, La Plata, Gunnison, Hinsdale, Saguache, Mineral, Rio Grande, Alamosa, Archuleta, Conejos, Costilla; and must have had at least seven (7) years' practical experi-	June 18

Date of Examination 1925		Last Date for Filing
	ence in metalliferous mining in Colorado.	
June 24	STATE ENGINEER (Supervising control of public waters of State): Salary \$3,000 per annum.	June 18
July 1	SUPERINTENDENT — State Home for Dependent and Neglected Children: Salary fixed by Board of Control. Applicants must have practical knowledge of best methods of providing for dependent and neglected children.	June 25
July 1	SUPERINTENDENT — State Industrial School for Boys: Salary fixed by Board of Control.	June 25

May 18, 1925

NOTICE OF EXAMINATIONS
ASSEMBLED

1925		
October 27	COMMANDER — Colorado Soldiers' and Sailors' Home, Monte Vista, Colo.: \$1,800 per annum. Supervision of Home and inmates under direction of Board of Control.	October 21
October 30	SUPERVISOR OF CERTIFICATION — Department State Superintendent of Public Instruction: \$1,800 per annum. Compilation of statistical and certification reports.	October 23
November 13	HYDROGRAPHER — Department State Engineer: \$1,800 per annum.	November 6
1926		
January 20	STENOGRAPHER—All Departments and Institutions: \$1,000 to \$1,500 per annum. General stenographic and clerical work. (Applicants must furnish typewriters labeled with their own names.)	January 13

NON-ASSEMBLED EXAMINATIONS

In all the following non-assembled examinations applicants must answer the questions at home. Ample time will be given to comply with the following instructions:

Answers to questions in all non-assembled examinations must be in the office of the commission not later than three (3) days after the dates set for the examinations, for applicants in Denver, and five (5) days for applicants outside of Denver.

Date of Examination 1925		Last Date for Filing
October 27	ADJUTANT—Colorado Soldiers' and Sailors' Home, Monte Vista, Colo.: \$1,200 per annum with maintenance.	October 21
October 27	QUARTERMASTER — Colorado Soldiers' and Sailors' Home: \$840 per annum with maintenance.	October 21
October 27	COMMISSARY AND GENERAL UTILITY MAN — Colorado Soldiers' and Sailors' Home: \$780 per annum.	October 21
October 27	FARM AND LIVESTOCK MANAGER—All State Institutions: \$900 to \$1,800 per annum.	October 21
November 6	MATRON AND ASSISTANT MATRON—All State Institutions: \$420 to \$780 per annum, with maintenance.	October 30
November 6	HEAD NURSE, NURSE, ASSISTANT NURSE, NURSE ATTENDANT—All State Institutions: \$300 to \$1,200 per annum, with maintenance.	October 30
November 6	LAUNDRYMAN, LAUNDRESS, ASSISTANT LAUNDRYMAN, ASSISTANT LAUNDRESS—All State Institutions: \$300 to \$1,020 per annum, with maintenance.	October 30
November 13	COOK, ASSISTANT COOK — All State Institutions: \$420 to \$1,500 per annum, with maintenance.	November 6
November 13	DAIRYMAN—All State Institutions: \$720 to \$1,500 per annum, with maintenance.	November 6
November 13	BAKER—All State Institutions: \$720 to \$1,200 per annum, with maintenance.	November 6

Date of Examination
1925

Last Date for
Filing

November 20 GUARD, CELL HOUSE KEEPER, **November 13**
OVERSEER, TURNKEY — State
Industrial School for Boys, State
Penitentiary, State Reformatory:
\$1,080 to \$1,130 per annum.

November 20 WATCHMAN—State Capitol Build- **November 13**
ing and all State Institutions: \$600
to \$1,080 per annum.

October 6, 1925.

1926

NOTICE OF EXAMINATIONS

Notice is hereby given that the State Civil Service Commission of Colorado will hold open competitive examinations, as follows:

All applicants must be electors of Colorado (citizens of the United States, over 21 years of age, who have resided in Colorado the past year). Applications must be on blank form obtained from the commission, which will be sent upon request.

All applications must be in the office of the commission not later than seven (7) days prior to the date of the examination, together with examination fee of \$1.00.

Oral tests will be given if the commission deems it necessary in order to further determine the qualifications of the applicant. Applicants must also submit to physical examination when required.

Applicants must furnish pens, pencils, erasers, ink, etc., and applicants for Clerk-Typist examination must furnish typewriters, labeled with their names.

Unless otherwise designated on this schedule, all assembled examinations will be held on the stated days at 9:30 A. M., in the House Chamber, State Capitol Building, Denver.

ASSEMBLED EXAMINATIONS

1926

June 3 WATER COMMISSIONER—State Engineer's Department. Salary as provided by statute. Water Districts 1, 16, 22, 23, 37, 38, 44, 48, 49, 51, 59, 60, 62, 65, 68, 69. Applicants must apply for application blank for the particular district for which they wish to be examined. Examination will be held in Denver, Pueblo, Leadville, Montrose.

June 3, 4, 5 DEPUTY COAL MINE INSPECTOR—State Inspector of Coal Mines. \$3,000 per annum. Applicants

1926

must have attained the age of thirty years; must have had at least twelve years' practical experience in the workings of coal mines in the United States, eight years in the coal mines of Colorado—three years of which shall have immediately preceded this examination.

- June 14** DIRECTOR OF MARKETS. \$3,000 per annum.
- June 14** SUPERVISOR OF STANDARDIZATION AND INSPECTION—Colorado Director of Markets. \$1,000 per annum. (Additional salary allowed at this time by U. S. Government for inspection under provisions of Federal Law.)
- June 18** DEPUTY COMMISSIONER AND STATISTICIAN—State Board of Immigration. \$2,400 per annum.
- June 22** TELEPHONE OPERATOR—State Departments and Institutions. \$900 to \$1,200 per annum. Applicants must have had at least one year's experience.
- June 24** COMPTOMETER OPERATOR—State Departments and Institutions. \$1,200 per annum.
- June 29** CLERK, CLERK-TYPIST—For all State Departments and Institutions. Eligible lists resulting from these two examinations will be used to fill positions, regardless of title, which, in the opinion of the commission, embody duties of a clerical nature. \$1,200-\$1,500 per annum.

NON-ASSEMBLED EXAMINATIONS

In the following non-assembled examinations, applicants must answer the questions at home. Ample time will be given to comply with the following instructions:

Answers to questions in all non-assembled examinations must be in the office of the commission not later than three (3) days after the dates set for the examination, for applicants in Denver, and five (5) days for applicants outside of Denver.

1926

- June 11** DEPUTY WATER COMMISSIONER—State Engineer's Department. Salary as provided by statute. Water Districts 1, 2, 3, 4, 5, 7, 10, 13, 16, 19, 20, 22, 23, 24, 26, 38, 39, 40, 42, 43, 45, 53, 58, 68. Applicants must apply for application blank for the particular district for which they wish to be examined.
- June 18** COMPANY COMMANDER—State Industrial School for Boys. \$900-\$1,000 per annum, with maintenance.

June 25 **ELECTRICIAN AND STOREKEEPER**—State Highway Department. \$2,100 per annum.
May 10, 1926.

CLASSIFIED SERVICE

The following table gives the number of positions, according to department and institution, in the classified service of the state, together with status of employees.

NUMBER OF POSITIONS IN THE CLASSIFIED SERVICE OF THE STATE

(With Status of Employees)

Department or Institution	Permanent Provisional Temporary			Total
	Employees	Employees	Employees	
Attorney General.....	9	1	1	11
Auditing Board.....	2	2
Auditor of State.....	9	1	..	10
Rank Commissioner.....	5	3	..	8
Commission for the Blind.....	2	5	..	7
Inspector of Boilers.....	4	4
Cantaloupe Inspector.....	..	1	..	1
Board of Capitol Managers.....	36	25	4	65
Inspector of Coal Mines.....	8	8
Bureau of Child and Animal Protection ...	4	1	..	5
Civil Service Commission.....	2	2
Board of Corrections.....	3	3
Dairy Commissioner.....	3	6	..	9
State Engineer.....	16	16
State Entomologist.....	5	5
Game and Fish Department.....	39	11	11	61
Governor's Office.....	2	2
Board of Health.....	16	5	..	21
Highway Department.....	101	52	1	154
Board of Immigration	5	5
Industrial Commission.....	24	5	..	29
Insurance Department.....	15	..	5	20
Board of Land Commissioners.....	22	2	..	24
Board of Law Examiners.....	1	1
Director of Markets.....	4	26	..	30
Meat Inspection.....	2	4	..	6
Board of Medical Examiners.....	2	2
Metal Mining Fund Board.....	1	1	..	2
Bureau of Mines.....	6	6
Board of Nurse Examiners.....	1	1	..	2
Inspector of Oils.....	10	6	..	16
Superintendent of Public Instruction.....	8	1	..	9
Public Printing Commissioner.....	3	1	..	4
Public Utilities Commission.....	13	1	..	14
Secretary of State.....	72	19	8	99
Board of Stock Inspection Commissioners..	54	41	67	162
Tax Commission.....	5	3	..	8
Traveling Library Commission.....	1	..	2	3
State Treasurer.....	6	..	2	8
State Agricultural College.....	35	7	3	45
School for the Deaf and the Blind.....	7	6	..	13

Department or Institution	Permanent	Provisional	Temporary	Total
	Employees	Employees	Employees	
School of Mines.....	15	10	4	29
State Teachers College.....	17	8	1	26
State Home for Dependent and Neglected Children	7	16	2	25
State Industrial School for Boys.....	22	12	12	46
State Industrial School for Girls.....	17	9	4	30
State Home and Training School, Ridge... 6	15	1		22
State Home and Training School, Grand Jet. 15	22	2		39
State Hospital.....	14	26	..	40
State Penitentiary.....	79	9	21	109
State Reformatory.....	17	4	3	24
Soldiers' and Sailors' Home.....	9	18	7	34
Total.....	781	384	161	1,326

CONSTITUTIONAL AMENDMENT

Article XII, Section 13, of the Constitution of the State of Colorado:

Appointments and employments in and promotions to offices and places of trust and employment in the classified civil service of the State shall be made according to merit and fitness, to be ascertained by competitive tests of competence, the person ascertained to be the most fit and of the highest excellence to be first appointed. All appointees shall be qualified electors of the State of Colorado, except as to those offices or positions held by the Civil Service Commission to require special training and technical qualifications, in which cases competitive tests need not be limited to qualified electors and may be held without the State.

The classified civil service of the State shall comprise all appointive public officers and employes and the places which they hold, except the following: Judges of courts of record and one stenographer of each judge, one clerk for each court of record, persons appointed to perform judicial functions, receivers, jurors, members of boards or commissions appointed by the Governor and serving without pay, members of the State Industrial Commission, of the Public Utilities Commission and of the State Civil Service Commission, the Governor's private secretary and three confidential employees of his office, appointees to fill vacancies in elective offices, one deputy of each elective officer, the position involving the duties incident at present to the position of that deputy of the Secretary of State, known as Deputy Commissioner of Labor and the incumbent thereof, officers and teachers in educational institutions not reformatory or charitable in character, all attorneys at law serving as such, and the officers and employees of the General Assembly.

Persons in the classified service shall hold their respective positions during efficient service and shall be graded and compensated according to standards of efficient service which shall be the same for all persons having like duties. They shall be removed or disciplined only upon written charges, which may be filed by the head of a department or by any citizen of the State, for failure to comply with such standards, or for the good of the service, to be finally and promptly determined by the Commission upon inquiry and after an opportunity to be heard. No person shall be discharged for a political or a religious reason. In cases of emergency or for employment of an essentially temporary character, the Commission may authorize temporary employment without a competitive test.

Laws shall be made to enforce the provisions of this section and to establish a State Civil Service Commission to consist of three members who shall be appointed for overlapping terms by the Governor alone and who shall be persons of known devotion to the merit system. The first three Commissioners appointed hereunder shall hold for two,

four and six years respectively. Thereafter the term of a Commissioner shall be six years, except where an appointment is made to fill an unexpired term. A salary of not less than \$2,500 per annum shall be paid to each commissioner. The making and enforcement of rules to carry out the purposes of this amendment and of the laws enacted in pursuance hereof, the alteration and rescission of such rules, the conduct of all competitive tests, the determination of all removal or disciplinary cases, the standardization of all positions, the determination of standards of efficient service and the determination of the grades of all positions in the classified service shall be vested in the Commission. No person in the classified service shall be paid until a certificate is furnished by the Commission that the appointment has been made pursuant to law.

Adequate appropriations shall be made to carry out the purposes of this Section and in the absence of such adequate appropriations, the salaries and expenses of the Commission shall be paid as are the salaries and expenses of the Executive officers of the State government.

All persons holding positions in the classified service as herein defined when this section takes effect shall retain their positions until removed under the provisions of the laws enacted in pursuance hereof.

This section shall be self-executing.

Approved by the People November 5th, 1918.

Proclaimed by the Governor December 31st, 1918.

Chapter 20

Session Laws 1919

AN ACT

TO APPLY THE MERIT SYSTEM TO APPOINTMENTS IN THE CIVIL SERVICE OF THE STATE OF COLORADO, PURSUANT TO ARTICLE XII, SECTION 13, OF THE CONSTITUTION OF THE STATE OF COLORADO.

Section 1. That pursuant to Article XII, Section 13, of the Constitution of Colorado, a State Civil Service Commission created by said Article is hereby established; to consist of three members appointed for overlapping terms by the Governor alone and who shall be persons of known devotion to the merit system. The three Commissioners heretofore appointed under said Article XII, Section 13, of the Constitution of Colorado shall hold for two, four and six years respectively. Thereafter the term of a Commissioner shall be six years, except where an appointment is made to fill an unexpired term. Each Commissioner shall receive as compensation for his services an annual salary of Three Thousand Dollars, payable monthly, and his actual necessary expenses incurred in the performance of his duties; the Commission is hereby authorized to appoint a secretary at a salary of Twenty-four Hundred Dollars per annum.

Section 2. Appointments and employments in and promotions to offices and places of trust and employment in the classified civil serv-

ice of the State, as provided by Article XII, Section 13, of the Constitution of the State of Colorado, shall be made according to merit and fitness, to be ascertained by competitive tests of competence, the person ascertained to be the most fit and of the highest excellence to be the first appointed. All appointees shall be qualified electors of the State of Colorado, except as to those offices or positions held by the Civil Service Commission to require special training and technical qualifications, in which case competitive tests need not be limited to qualified electors and may be held without the State as provided in Article XII, Section 13, of the Constitution of the State of Colorado.

Section 3. The classified civil service of the State shall comprise all appointive public officers and employees and the places which they hold, except the following: Judges of courts of record and one stenographer of each judge, one clerk for each court of record, persons appointed to perform judicial functions, receivers, jurors, members of boards or commissions appointed by the Governor and serving without pay, members of the State Industrial Commission, of the Public Utilities Commission and of the State Civil Service Commission, the Governor's private secretary and three confidential employees of his office, appointees to fill vacancies in elective offices, one deputy of each elective officer, the position involving the duties incident at present to the position of that deputy of the Secretary of State, known as Deputy Commissioner of Labor and the incumbent thereof, officers and teachers in educational institutions not reformatory or charitable in character, all attorneys at law serving as such, and the officers and employees of the General Assembly.

Section 4. Persons in the classified service shall hold their respective positions during efficient service and shall be graded and compensated according to standards of efficient service which shall be the same for all persons having like duties. They shall be removed or disciplined only upon written charges, which may be filed by the head of a department or by any citizen of the State, for failure to comply with such standards, or for the good of the service, to be finally and promptly determined by the Commission upon inquiry and after an opportunity to be heard. No person shall be discharged for a political or a religious reason. In cases of emergency or for employment of an essentially temporary character, the Commission may authorize temporary employment without a competitive test.

Section 5. The making and enforcement of rules to carry out the purposes of the constitutional provision and of this act; the alteration and rescission of such rules, the conduct of all competitive tests, the determination of all removal or disciplinary cases, the standardization of all positions, the determination of standards of efficient service, and the determination of the grades of all positions in the classified service, shall be vested in the Commission. No person in the classified service shall be paid until a certificate is furnished by the Commission that the appointment has been made pursuant to law.

Section 6. All persons holding positions in the classified service as defined in the constitutional amendment pursuant to which this act

is drawn, when said Article became effective, shall retain their positions until removed under the provisions of said constitutional amendment and this act.

Section 7. Whoever makes an appointment to office, or selects a person for employment contrary to, or discharges an employee otherwise than in accordance with the provisions of Article XII, Section 13, of the Constitution of the State of Colorado, or of this Act, or of any rule of the Commission, or refuses or otherwise neglects to comply with the provisions of Article XII, Section 13, of the Constitution of the State of Colorado, or of this Act or of any rule of the Commission shall be deemed guilty of a misdemeanor and for each and every offense shall, upon conviction, be punished by a fine not to exceed one thousand dollars.

Four times the amount of any payment contrary to the provisions of Article XII, Section 13, of the Constitution of the State of Colorado, or of this Act or of any rule of the Commission may be recovered from any member of a board or officer signing, or countersigning, any warrant therefor or paying any such warrant, or from the sureties on the official bonds of any officer or member, or from the officer and his said surities, in an action brought by the State, or by any taxpayer. The amount of such judgment shall be paid to the State.

Section 8. It shall be the duty of the Commission to investigate all alleged breaches of Article XII, Section 13, of the Constitution, of this Act, and of its rules, and in the course of such investigation they, or any of them, may subpoena witnesses, administer oaths, compel the testimony of witnesses, and the production of books, papers and records relevant to such inquiry, and it shall be the duty of any person subpoenaed to appear and testify, and to produce such books, papers and records as are called for in such subpoena. The same compensation shall be allowed for the attendance of witnesses and service of papers by officers as is allowed by law in the districts courts of the respective counties in which such investigation shall be held, and the Commission shall certify such amounts to the Auditor of State, for payment from the fund which shall be appropriated for the purpose of carrying Article XII, Section 13, of the Constitution, this act and the rules of the Commission into effect.

Section 9. The Commission shall keep records of its proceedings and of all examinations held by it, or under its authority. All records and documents filed with the Commission shall be preserved as public records. The minutes of the proceedings of the Commission and all eligible lists, shall be open at all reasonable times to public inspection.

The commission shall, on or before the first day of December preceding each regular session of the General Assembly, make a report to the Governor of its work during the preceding two years, including all rules adopted, and any suggestions for legislation to carry out the purposes of Article XII, Section 13, of the Constitution and of this act. This report shall be printed and distributed as a public document.

Section 10. Every applicant for examination shall pay the Commission a fee of one dollar (\$1.00), for the purposes of defraying so

far as possible the expense of conducting said examination and other expenses of the Commission. All moneys received or collected by the Commission shall be paid into the State Treasury, daily, and shall be by the State Treasurer placed in a separate account to the credit of the Commission to be paid out only on order of the Commission, for the purpose of paying expenses incurred by the Commission, and no person shall be examined or certified to any eligible list until such fee has been paid.

Section 11. If any section, sub-section, sentence, clause or phrase of this act is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this act. The legislature hereby declares that it would have passed the act, and each section, sub-section, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, sub-sections, sentences, clauses or phrases be declared unconstitutional.

Section 12. An Act of the General Assembly, entitled, "An Act concerning Civil Service and to repeal an act entitled 'An Act in relation to Civil Service in the State Institutions and Municipalities,' approved March 30, 1907, and to repeal an act entitled 'An Act to amend an act entitled "An Act in relation to Civil Service in State Institutions and Municipalities," approved March 30, 1907, so that the title will read 'An Act relating to Civil Service' and to amend Sections 3, 10, 17 and 21, and to repeal Section 11 of said Act' adopted by the people of the State of Colorado, effective January 22, 1913," approved April 10th, 1915, known as Chapter 51, laws of 1915, be and the same is hereby repealed, as well as all other acts and parts of acts inconsistent with the provisions of this act.

Section 13. The General Assembly hereby declares this Act necessary for the immediate preservation of the public peace, health, and safety.

Section 14. Whereas, in the opinion of the General Assembly an emergency exists, therefore this act shall take effect and be in force from and after its passage.

Approved April 9, 1919—1:20 p. m.

REGULATIONS

INSTRUCTIONS TO APPLICANTS FOR THE CLASSIFIED SERVICE.

I. General Suggestions.

These instructions should be carefully read, as they answer most of the questions which applicants ask. The Commission cannot undertake to answer inquiries as to vacancies in the service, duties, salaries, prospect of appointment or promotion, or as to the course of preparation which applicants should follow, or inquiries relating to cases which are not officially before it for decision; nor can it decide, except in the case of actual applicants, questions respecting the application of the rules. Where no exceptions are specified none are allowed. Inquiries in regard to examinations and other business should be made directly to the State Civil Service Commission, and preferably by calling in person at its office.

II. Obtaining and Filling Out Application Blanks.

Applicants for examination or registration must file applications for the particular examination or registration which they seek, within the time advertised for that purpose, on a form furnished on request by the Commission, and receive official notice of the examination or registration before they can be examined or registered.

Full instructions for the execution of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions.

The certificates of three vouchers required in the application papers are of the utmost importance. Applicants should seek as vouchers men who have employed them or who have known them practically in their calling. The certificates are of weight only so far as they show real or close knowledge of the candidates, and the Commission's action can in no way be biased by the political influence, real or supposed, of the signers. No recommendation other than those provided for in the application blank shall be filed with the Commission.

All statements in applications and in certificates of vouchers shall be subject to investigation by the Commission.

An application will be good for only one examination, and if an applicant desires to take more than one he must file a separate application for each.

All applications which show the applicant to be ineligible for the examination or registration which he seeks, will be disapproved and retained in the files of the Commission. All applications which are defective in their execution and can be corrected by the applicant, will be returned for correction. All unused applications will be cancelled, after they have been on file one year, on the order of the Commission.

Applications which have been approved or disapproved and all

examination papers of competitors from a part of the official records of the Commission and can not, under any circumstances, be returned to the applicants.

III. Persons Who Will Not Be Examined, Registered or Certified.

No person shall be examined, registered or certified for a position:

1. Who has not paid the Commission the sum of one dollar. This applies to all applicants except unskilled laborers.

2. Who has not, within the time limited by the Commission, filed an application upon the form prescribed for the particular examination or registration which he seeks and does not exhibit an official notice to appear for such examination or registration.

3. Who is found to lack any preliminary requirement for the examination or service which he seeks.

4. Who is not within the age limit prescribed for the service which he seeks.

5. Who is physically unfit for the service which he seeks.

6. Who is addicted to the habitual use of intoxicating beverages to excess.

7. Who has been guilty of a crime or notoriously disgraceful conduct.

8. Who has, within two years, been dismissed from the public service for delinquency or misconduct.

9. Who has intentionally made a false statement of any material fact or practiced, or attempted to practice, any deception or fraud in his application, or examination, or in securing eligibility or appointment.

10. Who is not a qualified elector of the State of Colorado, except as to those offices or positions held by the Civil Service Commission to require special training and technical qualifications, as provided in Article XII, Section 13, of the Constitution of the State.

IV. Examinations.

Official notice of the time and place of examination will be given to all candidates whose applications have been duly filed and approved.

The subjects of examination and their relative weights will vary with the requirements of the service for which the examination is held. Practical and oral tests may be given.

Where physical capacity is of importance, a certificate from a reputable physician or a physical examination may be required.

Unskilled laborers will not be examined for registration except as to age, residence, physical condition, ability to labor, sobriety, industry and experience, as to which the application with accompanying certificates will usually be sufficient evidence.

V. What Applicants Should Bring to Examination Room.

Persons taking the stenographer and typewriting examinations must provide themselves with typewriting machines and stands or

tables; those taking the bookkeeper, draughtsman, or other examinations requiring the use of instruments, must furnish the instruments required. All competitors must provide themselves with pens, penholders, pencils, erasers, ink and blotters. Competitors should not bring any paper for use in the examination room, as sufficient blank paper will be furnished for all purposes.

Each applicant must present his notice of examination to be admitted to the examination.

VI. Conduct of Examinations.

The following is a copy of the regulations which are given to each competitor at the beginning of every examination:

1. Before proceeding to answer the questions in the examination, you will fill out and sign a declaration sheet and seal the same in an official envelope. At the close of the examination, this envelope and your papers shall all be marked by the examiner with an identical number to be known as your examination number. **You must not fill in the blank provided for this number on your papers.** If any name or other means of identification is found on any papers or envelope, the papers will not be examined.

2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets, which must all be returned at the close of the examination. Competitors are held responsible for errors and omissions.

3. Note in the proper blank spaces the place and date of the examination, and the time of commencing and completing each examination sheet.

4. You are not limited in time on any sheet, but you should gauge your work so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

5. Do not leave the room with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. Competitors are allowed to leave the examination room for luncheon on the completion of any sheet of questions, after 12 o'clock. No additional allowance of time will be granted on account of such absence. No competitor shall leave the room at any time without permission of the examiner.

6. Read carefully the printed instructions on each sheet before commencing work thereon.

7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

8. A question sheet spoiled by you can not be exchanged for another of the same kind.

9. Perform all work on each examination sheet with ink.

10. Pencil and scratch paper may be used in preliminary work, except in spelling exercises, which must be written with ink directly on the examination sheet from the dictation of the examiner.

11. Use no scratch paper except that furnished by the examiner in charge and, on completing an examination sheet, hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is collected, not for consideration in the marking, but for destruction.

12. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid in your work. Do not make a copy of any of the questions to be taken from the examination room.

13. All conversation or communication between the competitors during the examination is strictly prohibited.

14. CAUTION. Every competitor is cautioned not to attempt to copy from the work of any other competitor nor to permit any competitor to copy from his work or look over the sheets in his possession. All work, as soon as written, should be carefully covered with a blotter or turned over as the sheets are completed. Evidences of copying or collusion in an examination may result in the cancellation of the examination papers and in debarring those guilty from all future examinations.

15. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

16. No unnecessary delay will occur in marking your papers, and you will be notified of your standing, whether you pass or fail, as soon as your papers are marked. You are requested not to increase the labors of the Commission by making inquiries in regard to your standing.

VII. Notice of Standing to Competitors:

A notice of standing will be sent to each candidate examined, as soon as practicable, after the papers are rated. The notice will show the general average obtained, which must be at least 70 per cent. to secure the entry of the candidate's name on the appropriate eligible list.

VIII. When Period of Eligibility Begins and Ends:

The name of each successful candidate is entered upon the appropriate eligible list as soon as practicable after the completion of the rating of the papers. The period of eligibility on all lists is two years from the date of entering the name upon it, unless continued for a third year by the Commission. All persons will be notified when their eligibility has terminated.

IX. Change of Address.

Applicants and eligibles must keep the Commission informed of any change of postoffice address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of examination or appointment. Requests to have the address changed should be made by letter, and should state whether the applicant has been examined. Such letter should relate only to the change in address. All communications should be directed to the State Civil Service Commission, State Capitol, Denver, Colorado.

RULES

Amended and Approved to November 30, 1920.

I.

ORGANIZATION AND POWERS OF THE COMMISSION.

(Constitutional Provision, Article XII, Section 13, and State Civil Service Law, Section 5.)

2. The Commission shall not at any time transact executive business of this amendment and of the laws enacted in pursuance thereof, the alteration and rescission of such rules, the conduct of all competitive tests, the determination of all removal or disciplinary cases, the standardization of all positions, the determination of standards of efficient service and the determination of the grades of all positions in the classified service shall be vested in the Commission.

2. The Commission shall not at any time transact executive business or conduct hearings involving the suspension of or the trial of charges preferred against any person in the classified service without the presence at such meeting of all members of the Commission; provided however, that any member who is absent may in writing waive his right to be present at such meeting thereby granting to the remaining members full power to act in the premises.

II.

CLASSIFICATION.

1. All positions in the State Civil Service of Colorado shall be classes as follows:

CLASS "A." EXECUTIVE SERVICE.

All positions, the duties of which are of an executive character.

SUB-CLASS 1. Superintendents (Penal and Charitable institutions—except such as are hereinafter specially provided for.)

State Home for Dependent and Neglected Children.

State Industrial School for Boys.

State Industrial School for Girls.

Colorado Industrial Workshop for the Blind.

House of Detention.

SUB-CLASS 2. Assistant Superintendents.

(Same.)

State Home for Dependent and Neglected Children.

Colorado School for the Deaf and Blind.

SUB-CLASS 3. Wardens (Penal Institutions).

Colorado State Penitentiary.
Colorado State Reformatory.

SUB-CLASS 4. Deputy Wardens (Same).

Colorado State Penitentiary.
Colorado State Reformatory.

SUB-CLASS 5. Commandants.

Colorado Soldiers' and Sailors' Home.

SUB-CLASS 6. Commissioners.

State Bank Commissioner.
State Game and Fish Commissioner.
State Highway Commissioner.
Commissioner of Immigration.
Commissioner of Insurance.
Commissioner of Public Printing.
Pure Food Commissioner.
Board of Corrections.
State Tax Commissioners.
Jury Commissioners.

SUB-CLASS 7. Deputy Commissioners.

Chief Deputy State Bank Commissioner.
Deputy State Bank Commissioners.
Deputy State Game and Fish Commissioner.
Deputy Commissioner of Immigration.
Deputy Dairy Commissioner.

CLASS "B." CLERICAL SERVICE.

All positions, the duties of which are of a clerical character, and which are not otherwise specially provided for herein.

SUB-CLASS 1. Secretaries.

State Board of Capitol Managers.
State Board of Charities and Corrections.
State Bureau of Child and Animal Protection.
Child Welfare Bureau.
State Civil Service Commission.
State Geological Survey.
State Industrial Commission.
State Highway Commission.
State Board of Pardons.
Public Utilities Commission.
State Board of Stock Inspection Commissioners.
State Tax Commission.
State Wage Board.
Blind Benefit Commission.
Universities and Colleges—
Deans' Secretaries.

Adjutants.

Soldiers' and Sailors' Home.

Chief Clerks.

Civil Service Commission.

State Inspector of Coal Mines.

State Insurance Department.

State Game and Fish Department.

State Board of Land Commissioners.

State Board of Immigration.

Bureau of Mines.

Secretary of State.

State Industrial School for Boys.

State Penitentiary.

State Reformatory.

State Board of Health.

Examiners.

Civil Service Commission.

Registrars.

Colorado School of Mines.

State Treasurer.

Deputy Registers.

State Board of Land Commissioners.

SUB-CLASS 2. Clerks (except as otherwise provided for herein).**Office of—**

Auditor of State.

Attorney General, Inheritance Tax Department.

State Bank Commissioner.

Inspector of Steam Boilers.

Board of Capitol Managers.

Board of Charities and Corrections.

Board of Pardons.

Bureau of Child and Animal Protection.

Inspector of Coal Mines.

State Engineer.

State Board of Equalization.

State Game and Fish Department.

Governor.

State Board of Health.

State Insurance Department.

State Board of Land Commissioners.

Traveling Library Commission.

Superintendent of Public Instruction.

Public Utilities Commission.

Industrial Commission.

State Highway Commission.

Secretary of State.

State Board of Stock Inspection Commissioners.
Jury Commissioners.
State Tax Commission.
State Treasurer.
State Agricultural College.
Fort Lewis School of Agriculture.
State Normal Schools.
University of Colorado.
Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Girls.
State Penitentiary.
State Historical and Natural History Society.
Commission for Revision of Statutes.
State Board of Immigration.

SUB-CLASS 3. Bookkeepers.

Office of—

Auditor of State.
State Insurance Department.
Secretary of State.
State Treasurer.
State Home for Dependent and Neglected Children.
State Industrial School for Girls.
State Home and Training School for Mental Defectives.
State Penitentiary.
Soldiers' and Sailors' Home.
Industrial Commission.
State Highway Commission.
State Agricultural College.
State Teachers' College.
University of Colorado.

SUB-CLASS 4. Librarians.

Traveling Library Commission.
Assistant State Librarian.
Supreme Court.
School of Mines.
University of Colorado.
Soldiers' and Sailors' Home.
State Agricultural College.

SUB-CLASS 5. Stenographers, Typists.

Office of—

Attorney General.
Inheritance Tax Department.
Auditor of State.
Public Examiner.
State Bank Commissioner.
Board of Charities and Corrections.
Board of Pardons.

Inspector of Steam Boilers.
Bureau of Child and Animal Protection.
Inspector of Oils.
Civil Service Commission.
State Engineer.
State Entomologist.
State Dairy Commissioner.
Game and Fish Department.
State Board of Health.
State Highway Commission.
State Insurance Department.
State Board of Land Commissioners.
Bureau of Mines.
Superintendent of Public Instruction.
State Historical and Natural History Society.
Public Utilities Commission.
Industrial Commission.
Commission for Revision of Statutes.
Secretary of State.
State Board of Stock Inspection Commissioners.
State Treasurer.
State Tax Commission.
State Agricultural College.
Fort Lewis School of Agriculture.
State Teachers' College.
State Normal School.
University of Colorado.
State Home for Dependent and Neglected Children.
State Penitentiary.
State Hospital.
State Board of Immigration.

SUB-CLASS 6. Cashiers.

Office of—

Secretary of State.
State Treasurer.

SUB-CLASS 7. Telephone Operators.

Office of—

Board of Capitol Managers.
State Agricultural College.
State Teachers' College.
State Hospital.
University of Colorado.

SUB-CLASS 8. Messengers, Office Boys.

Office of—

Governor.
Secretary of State.
University of Colorado.
State Highway Commission.

SUB-CLASS 9. Comptometer Operator.

Office of—

Board of Immigration.

CLASS "C." MEDICAL SERVICE.

All positions, the duties of which require medical or pharmaceutical knowledge.

SUB-CLASS 1. Medical Superintendents.

State Hospital.

State Home and Training School for Mental Defectives.

SUB-CLASS 2. Assistant Medical Superintendents.

State Hospital.

Physicians and Surgeons.

State Home for Dependent and Neglected Children.

State Industrial School for Boys.

State Industrial School for Girls.

State Penitentiary.

State Reformatory.

Soldiers' and Sailors' Home.

Directors V. D. State Board of Health.

SUB-CLASS 3. Assistant Physicians.

State Hospital.

State Home and Training School for Mental Defectives.

Internes.

University of Colorado—Medical School.

SUB-CLASS 4. Pharmacists, Apothecaries, Druggists, Hospital Stewards.

University of Colorado—Medical School.

State Penitentiary.

Soldiers' and Sailors' Home.

State Hospital.

SUB-CLASS 5. Medical Inspectors.

State Board of Health.

SUB-CLASS 6. Veterinarians.

The State Veterinarian.

CLASS "D." CUSTODIANS.

All positions, the duties of which are the charge of property or persons, or as attendants, except as classified in Class "E."

SUB-CLASS 1. Stewards, Superintendent of Equipment.

State Hospital.

State Home and Training School for Mental Defectives.

State Penitentiary.
State Reformatory.
State Highway Commission.

Overseer.

State Penitentiary.
State Reformatory.
State Agricultural College.

Quartermasters.

Soldiers' and Sailors' Home.

SUB-CLASS 2. Matrons.

Board of Capitol Managers.
Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
State Penitentiary.

Storekeepers.

Colorado School for the Deaf and the Blind.
Colorado School of Mines—Chemical Laboratory.
State Highway Commission.

Commissaries.

Soldiers' and Sailors' Home.

SUB-CLASS 3. Captains and Lieutenants of Guards.

State Penitentiary.

SUB-CLASS 4. Parole Officers, State Agents, Humane Officers.

Penitentiary and Reformatory.
Industrial School for Boys.
Industrial School for Girls.
State Home for Dependent and Neglected Children.
State Bureau of Child and Animal Protection.

SUB-CLASS 5. Cottage Matrons, Matrons in Charge of Children.

State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Penitentiary.

SUB-CLASS 6. Boys' and Girls' Attendants and Supervisors.

Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.

SUB-CLASS 7. Foremen. (Grounds, Buildings, Shops, etc.)

State Board of Capitol Managers.
State Agricultural College.

State Normal Schools.
 University of Colorado.
 Industrial Workshop for the Blind.
 State Penitentiary.
 State Reformatory.
 State Highway Commission.

SUB-CLASS 8. Janitors.

State Board of Capitol Managers.
 State Agricultural College.
 Colorado School for the Deaf and the Blind.
 Colorado School of Mines.
 State Teachers' College.
 State Normal School (Gunnison).
 University of Colorado.
 State Home for Dependent and Neglected Children.
 State Industrial School for Boys.
 State Hospital.
 State Home and Training School for Mental Defectives.
 Soldiers' and Sailors' Home.

Watchmen.

State Board of Capitol Managers.
 State Agricultural College.
 Colorado School for the Deaf and the Blind.
 Colorado School of Mines.
 University of Colorado.
 State Home for Dependent and Neglected Children.
 State Industrial School for Boys.
 State Hospital.

Keepers.

State Penitentiary—Cell House Keepers.

Guards.

State Penitentiary.
 State Reformatory.

Turnkeys.

State Penitentiary.

Guides.

Board of Capitol Managers.
 Colorado School for the Deaf and the Blind—
 Visitors' Attendants.
 State Penitentiary.

Custodians.

Board of Capitol Managers—War Relics Department.
 State Highway Department.

Bailiffs.

Supreme Court.
 District Courts.

County Courts.
Juvenile Courts.

Gatemen.

State Hospital.
State Penitentiary.

Ward Sergeants.

Soldiers' and Sailors' Home.

SUB-CLASS 9. Chief Game Wardens.

State Game and Fish Department.

SUB-CLASS 10. Deputy Game Wardens.

State Game and Fish Department.

CLASS "E." NURSING SERVICE.

Officers, Nurses, Attendants, etc., having care of the sick or insane.

SUB-CLASS 1. Head Nurses.

State Hospital.
State Home and Training School for Mental Defectives.
University of Colorado—Medical School.

SUB-CLASS 2. Trained Nurses.

In all State Institutions when needed.

SUB-CLASS 3. Head Ward Nurses.

State Hospital.
State Home and Training School for Medical Defectives.
State Home for Dependent and Neglected Children.
Soldiers' and Sailors' Home.

SUB-CLASS 4. Nurses and Attendants.

Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.
University of Colorado—Medical School.

CLASS "F." TEACHING SERVICE.

All positions, the duties of which are scholastic instruction or to educate or test the ability to instruct. (Educational institutions excepted.)

SUB-CLASS 1. Principal of Schools in the institutions which are subject to the provisions of this law.

State Industrial School for Boys.
State Industrial School for Girls.

State Home for Dependent and Neglected Children.
State Reformatory.

SUB-CLASS 2. Teachers in all branches, other than such as are specially provided for in this classification.

State Industrial School for Boys.
State Industrial School for Girls.
State Home for Dependent and Neglected Children.
State Home and Training School for Mental Defectives.
State Reformatory.
State Hospital.
Child Welfare Bureau, Organizer.

SUB-CLASS 3. Examiners (Scholastic).

CLASS "G." ENGINEERS.

All positions where qualifications of an engineering or cognate character are required.

SUB-CLASS. 1. Civil Engineers.

Department of—

State Engineer.
State Geological Survey.
State Highway Commission.
Public Utilities Commission.
State Industrial Commission.

SUB-CLASS 1-A. Instrument Men.

State Highway Department.

SUB-CLASS 2. Hydrographers, Water Commissioners.

Department of—

State Engineer.

SUB-CLASS 3. Draftsmen.

Department of—

State Engineer.
State Geological Survey.
Public Utilities Commission.
Industrial Commission.
State Highway Commission.

SUB-CLASS 4. Supervisors, Foremen and Inspectors of Road Construction.

Department of—

State Highway Commission.

SUB-CLASS 5. Steam Engineers and Tractor Engineer.

Department of—

State Board of Capitol Managers.
Colorado School for the Deaf and the Blind.

State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
Colorado School of Mines.
State Penitentiary.
State Reformatory.
State Highway Department.
State Soldiers' and Sailors' Home.
University of Colorado.

SUB-CLASS 6. Electrical Engineers, Dynamo Tenders, Electricians, Mechanics.

Department of—

State Board of Capitol Managers.
Public Utilities Commission.
Colorado School of Mines.
State Reformatory.
State Highway Commission.

SUB-CLASS 7. Mechanical Engineers.

Department of—

Public Utilities Commission.
State Highway Department.

SUB-CLASS 8. Chainmen, Rodmen and Axmen.

State Highway Department.

SUB-CLASS 9. Firemen.

Department of—

Board of Capitol Managers.
Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.
State Industrial School for Boys.
Fort Lewis School of Agriculture.
Colorado School of Mines.
State Teachers' College.
University of Colorado.

SUB-CLASS 10. Elevator Pilots.

Department of—

- Board of Capitol Managers.

CLASS "H." MECHANICS AND CRAFTSMEN.

All positions requiring special mechanical skill, or as craftsmen, not classified as laborers.

SUB-CLASS 1. Blacksmiths.

Industrial School for Boys.
State Penitentiary.
State Highway Department.

SUB-CLASS 2. Carpenters.

Board of Capitol Managers.
State Industrial School for Boys.
State Hospital.
State Penitentiary.
Soldiers' and Sailors' Home.
State Agricultural College.
State School for the Deaf and the Blind.
University of Colorado.
State Highway Department.

SUB-CLASS 3. Machinists, Master Mechanic and Mechanic.

Industrial School for Boys.
Colorado School of Mines.
State Highway Department.

SUB-CLASS 4. Masons and Concrete Experts.

State Industrial School for Boys.
State Highway Department.

SUB-CLASS 5. Plumbers.

State Hospital.
University of Colorado.

SUB-CLASS 6. Printers.

State Industrial School for Boys.
University of Colorado.

SUB-CLASS 7. Shoemakers.

State Industrial School for Boys.

SUB-CLASS 8. Instructors in any handicraft or mechanical or other trade.

State Industrial School for Boys.

CLASS "I." AGRICULTURAL SERVICE.

All positions, the duties of which require agricultural or horticultural knowledge, including arboriculture and the breeding and care of domestic animals, or any similar knowledge or qualifications, and which are not otherwise specially provided for herein.

SUB-CLASS 1. Horticulturists and Assistants.

State Agricultural College.

SUB-CLASS 2. Farmers, Farm and Ranch Superintendents.

State Home for Dependent and Neglected Children.

State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
State Penitentiary.
State Reformatory.
State Agricultural College.

SUB-CLASS 3. Florists, Gardeners.

State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 4. Dairymen.

State Home for Dependent and Neglected Children.
State Hospital.
Fort Lewis School of Agriculture.

SUB-CLASS 5. Stockmen, Herdsmen.

State Industrial School for Boys.
Soldiers' and Sailors' Home.
State Agricultural College.
State Penitentiary.

CLASS "J." LEGAL SERVICE.

All positions requiring some legal qualifications and positions in the Courts of Record.

SUB-CLASS 1. Claims Department, Chief and Assistants.

Industrial Commission.

SUB-CLASS 2. Clerks of Courts (not exempt).

District Courts.
County Courts.
Juvenile Courts.

SUB-CLASS 3. Deputy Clerks of Courts.

Supreme Court.
District Courts.
County Courts.
Juvenile Courts.

SUB-CLASS 4. Taxing, Transcript, Index Clerks, etc., in Courts of Record.

District Courts.
County Courts.
Juvenile Courts.

SUB-CLASS 5. Reporters of the Appellate Courts.

Supreme Court.

SUB-CLASS 6. Deputy Appraisers and Investigators.

Inheritance Tax Department.

SUB-CLASS 7. Shorthand Reporters in Courts of Record.

District Courts.

County Courts.

Juvenile Courts.

Public Utilities Commission.

Industrial Commission.

CLASS "K." MATHEMATICIANS.

All positions requiring special mathematical qualifications.

SUB-CLASS 1. Public Examiners.

Department of Auditor of State.

SUB-CLASS 2. Deputy Public Examiners, State Examiners.

Department of Auditor of State.

SUB-CLASS 3. Clerks in the office of the Public Examiner.

Department of Auditor of State.

SUB-CLASS 4. Actuaries.

State Insurance Department.

State Industrial Commission.

Accountants.

Public Utilities Commission.

State Agricultural College.

Industrial Workshop for the Blind.

Statisticians.

Public Utilities Commission.

Secretary of State—Labor Department.

Industrial Commission.

State Board of Health.

SUB-CLASS 5. Rate Experts, Investigator.

Public Utilities Commission.

Industrial Commission.

Insurance Department.

Tax Commission.

CLASS "L." INSPECTORS AND SPECIAL AGENTS.

All positions, the duties of which are the inspection of materials, workmanship or sanitation, and all positions requiring detective ability.

SUB-CLASS 1. Inspectors and Investigators of Material and Workmanship and Safety Conditions.

Public Utilities Commission.

Industrial Commission.

Inspectors of Steam Boilers.
Inspectors of Oils.
Inspectors of Mines.
Inspectors of Factories.
Inspectors of Buildings and Loans.
State Plumbing Inspector.
Motor Vehicle Department.
Inspectors Ore Buyers' Department.
State Highway Department.

SUB-CLASS 2. Deputy Inspectors (Same as above).

SUB-CLASS 3. Inspectors of Sanitary Conditions.

Food Inspectors.
Drug Inspectors.
—Board of Health.
Meat Inspectors—Meat Inspection Department.
Brand and Sanitary Inspectors.
Mange Inspectors.
—Board of Stock Inspection Commissioners.
Dairy Inspectors—Dairy Department.
Fieldmen—Dairy Department.
Bee Inspectors.
Pest Inspectors.
—Entomological Department.

SUB-CLASS 4. Superintendent and Assistant Superintendent of Free Employment Bureaus.

Department of Secretary of State.

SUB-CLASS 5. Land Appraisers.

State Board of Land Commissioners.

SUB-CLASS 6. Insurance Examiners.

State Insurance Department.

SUB-CLASS 7. Mineral Superintendents.

State Board of Land Commissioners.

CLASS "M." SCIENTISTS.

All positions requiring special scientific knowledge.

SUB-CLASS 1. Geologists.

State Geological Survey.

SUB-CLASS 2. Assistant Geologists.

State Geological Survey.

SUB-CLASS 3. Entomologists.

State Entomological Department.

SUB-CLASS 4. Chemists.

State Board of Health.
State Geological Survey.

SUB-CLASS 5. Bacteriologists.

State Board of Health.

SUB-CLASS 6. Paleontologists.

State Geological Survey.

SUB-CLASS 7. Museum Curators.

State Historical and Natural History Society.
Bureau of Mines.

CLASS "N." PISCICULTURISTS.

All positions, the duties of which require a knowledge of the culture of fish.

SUB-CLASS 1. Superintendent of Fish Hatcheries.

State Field Superintendent.

SUB-CLASS 2. Superintendents of Fish Hatcheries.**SUB-CLASS 3. Fish Culturists, Spawn Takers.****SUB-CLASS 4. Assistants in taking spawn; at hatcheries, etc.**

(All above positions in the State Game and Fish Department.)

CLASS "O." MISCELLANEOUS POSITIONS.

Including all positions requiring expert or other qualifications not embraced in other groups in this classification.

SUB-CLASS 1. Chaplains.

Industrial School for Boys.
State Penitentiary.
State Reformatory.
Soldiers' and Sailors' Home.

SUB-CLASS 2. Musicians.

Industrial School for Boys.
Industrial School for Girls.

SUB-CLASS 3. Drivers, Hostlers.

Industrial School for Boys.
State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 4. Bakers.

Colorado School for the Deaf and the Blind.
Industrial School for Boys.
State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 5. Butchers.

State Hospital.
Soldiers' and Sailors' Home.

SUB-CLASS 6. Laundrymen, Laundresses.

Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.

SUB-CLASS 7. Cooks.

Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Boys.
State Industrial School for Girls.
State Hospital.
State Home and Training School for Mental Defectives.
Soldiers' and Sailors' Home.
House of Detention.

SUB-CLASS 8. Seamstress.

Colorado School for the Deaf and the Blind.
State Home for Dependent and Neglected Children.
State Industrial School for Girls.

SUB-CLASS 9. Tailors.

State Industrial School for Boys.
State Penitentiary .
State Reformatory.
Soldiers' and Sailors' Home.

SUB-CLASS 10. Other Positions, except those specifically named in this classification as in other groups or hereafter included in them.

(1) The omission in the above classification of any official designation or appellation of a position in the service shall not exclude such position from the classification, as it will be comprised in the class and sub-class to which it belongs by the general definition and specifications of such class and sub-class.

(2) The Commission may further subdivide, for the purpose of examination, the positions in any class, or sub-class thereof, so as to test practically the special qualifications requisite for such positions.

III.**FEES AND APPLICATIONS.**

(1) No person shall be admitted to examination or registration for a position in the classified service until he shall have filed an application under oath upon a form prescribed by the Commission, giving

such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant except that persons who are unable to write may have their applications filled out by some other person, but must have their names identified by their marks and said mark witnessed.

(2) Every application shall bear the certificate of at least three reputable persons to the effect that they have personally known the applicant; that they read his statement and believe it to be correct; that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further facts concerning him as they possess; Provided, that the Commission may, in its discretion, waive the requirements as to certificates, and accept, in lieu thereof, references to three reputable persons who have personally known the applicant and can give the information required.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

(4) A defective application shall be returned for correction and shall be accepted if returned in correct form before the date of examination.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed, and is a qualified elector of the State of Colorado, except as provided in Article XII, Section 13 of the Constitution of the State.

(6) Where physical qualifications are necessary the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or in its discretion may require the applicant to submit to examination before physical examiners appointed by the Commission.

(7) Applications when presented shall be dated, numbered and recorded in the order of their receipt. An application that has been accepted and filed shall not return for any reason to the applicant.

IV.

EXAMINATIONS.

(1) Examinations shall be open to all those who comply with the requirements in regard to applications and fees and who are not debarred for sufficient cause under Article XII, Section 13, of the Constitution of the State of Colorado, the civil service statute and the rules of the Commission; but no person shall be examined who is not a qualified elector of the State of Colorado. The Commission may, however, waive this requirement in connection with particular examinations because of the technical or professional character of the position to be filled, or because of the difficulty in procuring applicants who are electors of the State of Colorado.

(2) All examinations shall be public and shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed and may include special practical tests of fitness for any particular positions requiring scientific, professional and technical knowledge or manual skill.

(3) So far as practicable, examinations shall be held annually and the dates of examinations published at the beginning of the year.

(4) All examinations shall be advertised at least two weeks prior to the final date for the receipt of applications by at least two insertions in one or more newspapers published in the State, or by such other methods as the Commission may elect. Notices of examination shall, at the same time, be posted in the office of the Commission and sent to at least ten of the principal newspapers throughout the State and to at least one hundred of the principal postmasters and to all county recorders, with a request that they be posted in their offices. The notice of examination shall set forth in each case (a) the title of the position, (b) the time and place of examination, (c) the date upon which receipt of applications will close, (d) such other information as the Commission may deem pertinent and necessary.

(5) Competitive examinations except for positions in grade 4, 5, and 6, shall be held simultaneously in the City of Denver and in such other counties as the Commission may designate as being to the best interests of the service.

(6) The Commission may designate three persons at each state institution and wherever expedient, to act as a local board of examiners, and to perform such duties in the administration of the State Civil Service Act, as the Commission shall direct.

(7) The subjects of examinations and the weight to be attached to each subject in marking shall be determined by the chief examiner, subject to the direction of the Commission.

(8) Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment. No person shall be placed upon the eligible list whose final average is less than 70 per cent.

(9) In preparing the questions to be used in an examination, the chief examiner may consult with the head of the department or with experts, in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(10) Whenever practicable the examinations shall be written, but the Commission may determine whether the examination shall be written or oral, or both, provided the same is decided upon in advance of the examination, and a written record is made of the oral examination.

(11) Medical and physical examinations, when deemed necessary, shall be conducted by physicians designated by the Commission, and a failure to pass such examinations shall absolutely debar a candidate from the eligible list.

(12) Whenever, in its opinion, any position to be filled in the

competitive class has a fiduciary or executive character, the Commission may require, as a part of the examination, such special certificates by reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper and expedient. All such special certificates shall be properly filed and retained as records in the office of the Commission.

(13) When the position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond in such amount as the Commission may deem reasonable.

(14) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet, giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelope shall be placed in a sealed package and deposited in a safe place, and the package shall be opened for the identification of the papers only after the marking has been completed on all the papers. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

(15) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his papers.

(16) No request for a review of the marking shall be entertained by the Commission unless made within ten days of the date when the notice as to the standing of the candidates is sent out, nor unless the applicant shall specify the matters to which he objects; and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

(17) No person shall be permitted to examine the lists of questions or any examination papers in the hands of the Civil Service Commission, unless in the opinion of all the members of the Commission, such examination is required in the interest of the public service.

V.

ELIGIBLE LISTS.

(1) The names of all candidates who receive a final average rating of 70 per cent or over in the examination shall be placed on the appropriate eligible list in the order of their standing in the examination, and against each name shall be noted the date of examination, the date on which the name was entered on the list and the average rating.

(2) When two or more eligibles have received the same average rating the person first filing his application, or if the examination be for promotion, the first appointed in the department shall have priority. In the discretion of the Commission this rule at any time may be waived.

(3) A name will be removed from the eligible list at the expiration of two years, unless, in the judgment of the Commission, it is advisable that the names of all those whose eligibility is about to expire be continued on the list for a third year. Persons shall be notified when their eligibility has terminated.

VI.

REQUISITION, CERTIFICATION AND APPOINTMENT.

(1) The requisition shall state specifically the title and duties of the position to be filled, the compensation to be paid, and whether the position is to be filled permanently or for a temporary period.

(2) The Commission in making certification in response to such requisition shall give the full name and address and the average obtained in the examination of the person standing highest upon the most appropriate list, and shall immediately notify such person by mail of such certification, and the title and salary of the position to be filled. A certification shall remain in force for 15 days. If there be more than one vacancy to be filled the Commission shall certify as many names as there are vacancies, but appointments must be made in the order of standing on the eligible list.

(3) The appointing officer must select for appointment the person certified by the Commission, unless proof of his unsuitability is submitted to the Commission, in which case the Commission may certify an additional name.

(4) The person selected for appointment or promotion shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment or promotion.

(5) The name of any person certified as eligible for probationary appointment who shall decline such appointment shall be stricken from the eligible list unless such declination be for one of the following reasons: (a) residence in a county other than that in which the duties are to be performed; (b) insufficiency of the compensation offered; (c) temporary inability, physical or otherwise, the evidence of which must be acceptable to and approved by the Commission and set forth in its minutes.

An eligible who has declined appointment on the ground of residence shall not again be certified for another position in the same county as the one declined.

An eligible who has declined appointment by reason of the insufficiency of the compensation offered shall not again be certified for a similar position at the same or any less compensation.

The failure of an eligible to accept an offer of appointment within one week next succeeding the mailing of notice of appointment shall be considered a declination.

On notification from an appointing officer that a person named in a certification has declined appointment, and on receipt of such declination in writing, or of evidence of the failure of such person to respond

to a notice properly sent, such certification shall be completed by the addition of the name of the eligible next in order.

(6) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the Commission, shall be revoked.

(7) All persons appointed or promoted in the classified service shall be assigned to, and perform the duties of, the position to which appointed or promoted. In case of exigency an employee may be temporarily assigned without extra pay to other than his regular duties. But no such assignment shall be for a period of more than ten days without the consent in writing of the Commission thereto.

(8) The Commission may at any time refuse to accept the payroll of any State department or institution which does not agree in every respect with the records on file with the Commission.

VII.

PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.

(1) Whenever there are urgent reasons for filling a vacancy for which no appropriate eligible list exists the Commission may authorize the appointing power to nominate a person who may be appointed provisionally. The Commission shall, as soon as practical, proceed to advertise and hold a competitive examination and upon completion of the eligible list the provisional appointment shall cease. In case the competitive examination does not furnish an appropriate eligible list the Commission may allow the provisional appointment to continue.

The Commission may, however, in its discretion, after a temporary or provisional appointment has been made, permit said appointment to be made permanent, if within one year prior to the date of such appointment it has held a competitive examination for the position in question and has been unable to create or establish an eligible list therefrom.

(2) When services of a temporary or occasional character are required, and for periods in the aggregate not exceeding six months in any one year, the appointing officer shall notify the Commission, which shall either certify the person standing highest on the eligible list who is willing to accept such temporary appointment or a person designated by the appointing officer. But no such appointment shall continue beyond the period authorized by the Commission. Neither acceptance nor declination of any such temporary employment shall affect the right of the eligible to continued certification for permanent employment; nor shall acceptance confer upon such eligible any of the rights of promotion, transfer or reinstatement.

(3) Where there is a vacancy of an emergency character in a position in the classified service, and it is not practicable either to secure a person by certification from an eligible list or to conduct a competitive examination in the absence of such list in time to meet such emergency, an appointment may be made without certification or

examination, subject to the subsequent approval of the Commission, for a period not exceeding one month.

(4) Inmates or students at the State institutions may be assigned by the lawful authorities without examination or registration to such minor duties in their respective institutions as they are fitted to perform; but the compensation of such inmate or student for such services shall be the same for all persons having like duties.

VIII.

PROMOTIONS.

(1) A change in rank or grade shall constitute a promotion or a reduction. A material change in duties and in responsibilities shall be deemed a change in rank, and an increase in salary beyond the limits fixed for the grade by clause 7 of this rule, shall be deemed a change in grade.

Whenever a change in grade occurs without a change in position or a material change in duties or responsibilities, persons so affected may be promoted without further examination, when, in the opinion of the Commission, their merit and fitness have been determined by previous examinations or law, and by the records of efficiency of the department or institution in which they are employed.

(2) Vacancies in positions in the classified service above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

(3) The Commission shall send to each person entitled to compete for promotion an application blank, upon which, if he desires to enter the examination, the candidate shall state in full his experience in the service and before entering the service as qualifying him to enter the examination. Such application shall be signed and sworn to, and may be given such weight as the Commission shall see fit.

(4) Examinations for promotion shall be ordered as often as may be necessary to meet or anticipate the needs of the service, and, so far as practicable, shall be held periodically.

(5) If the vacancy to be filled is in a position in grade 3, 4, 5 or 6, the Commission may, if it deems that on account of the executive ability required to fill the position promotion by competitive examination is impracticable and not for the best interests of the service, hold an original competitive examination without regard to the number of persons in the next lower rank or grade.

(6) The examination shall be conducted, the eligible list drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules IV, V and VI.

(7) The grade for all departments, offices and institutions, shall be the following:

Grade 1. All positions, the compensation of which is at the rate of not more than seven hundred dollars (\$700) per annum.

- Grade 2. All positions, the compensation of which is at a rate of more than seven hundred dollars (\$700) and not more than one thousand dollars (\$1,000) per annum.
- Grade 3. All positions, the compensation of which is at a rate of more than one thousand dollars (\$1,000) and not more than fifteen hundred dollars (\$1,500) per annum.
- Grade 4. All positions, the compensation of which is at the rate of more than fifteen hundred dollars (\$1,500) and not more than two thousand dollars (\$2,000) per annum.
- Grade 5. All positions, the compensation of which is at the rate of more than two thousand dollars (\$2,000) and not more than twenty-five hundred dollars (\$2,500) per annum.
- Grade 6. All positions, the compensation of which is at the rate of more than twenty-five hundred dollars (\$2,500) per annum.

For purposes of this section, full maintenance in State institutions shall be valued at \$300.00 per annum.

IX.

TRANSFERS.

(1) A person who has been permanently appointed in the classified service may be transferred, with the consent of the State Civil Service Commission and of the heads of the departments affected thereby, to a similar position in the same class, sub-class and grade. In special circumstances, one or more of the limitations concerning class, sub-class and grade shall be made to a position, which, in the opinion of the Commission, can be adequately filled by promotion.

X.

REINSTATEMENTS.

(1) Whenever a person who has been permanently appointed to a position in the classified service is separated from the service through no delinquency or misconduct on his or her part, the name of such employee shall be entered upon a separate list of eligibles to be known as the "Preferred List of Eligibles," and such list shall take precedence over any and all other eligible lists, and he or she shall be certified into any vacancy existing or occurring in the service, the duties of which are of a same or similar character.

Any position occupied by a provisional appointee shall be immediately vacated when it is found that anyone on the preferred list of eligibles is qualified to fill such position.

The names of those placed upon the preferred list of eligibles shall remain there for a period of two and one-half years from date salary ceased in original position, and if during said period of two and one-half years original position is again available, they shall be entitled to certification thereto with full and original civil service rights.

(2) Whenever for lack of funds or work, or for other like cause, it becomes necessary in any State department or Institution to reduce the force in any employment, the person last appointed shall be the first discharged, and the person last promoted shall be the first demoted, so that the seniority rights of all persons in the classified service shall be fully protected. When employment is again available, persons so discharged shall be reinstated in the order of their original employment. An employee who has resigned from the service may be reinstated in a position in the same class, sub-class and grade in the same department or institution, at the request of the appointing officer within one year from date of separation.

(3) No vacation with pay shall be granted by any department or institution without the consent of the Commission to any person in the classified service for more than two weeks in any year; nor unless such person shall have been in the service at least one year and his services shall have been satisfactory during such period; nor unless the duties of his position can, during such vacation period, be performed without any additional expense to the State; and the Commission shall be immediately notified of the giving of such vacation in the same manner as all other changes. In special circumstances, one or more of the above named conditions may be waived by the Commission.

(4) Leave of absence without pay is permissible only with the consent of the Civil Service Commission for a period of one month, or in case of sickness, six months, which in exceptional cases, the circumstances of which shall be stated in its minutes, may be extended, not, however, to exceed one year. Whenever the Commission has proof that an employee in the classified service obtained a leave of absence through misrepresentation, such employee shall immediately be dismissed from the service, and deprived of all civil service rights and protection.

(5) Absence without leave for a period of five days, unless it can be subsequently shown that such absence was unavoidable, may be construed as a resignation.

XI.

SUSPENSION, REDUCTION AND DISCHARGE.

(1) Officers or employees in the classified service shall be suspended, removed or discharged, or reduced in rank or compensation, for inefficiency, misconduct or insubordination, or to promote the efficiency of the service, only in the manner following, to-wit:

Persons in the classified service shall hold their respective positions during efficient service and shall be graded and compensated according to standards of efficient service which shall be the same for all persons having like duties. They shall be removed or disciplined only upon written charges which may be filed by the head of a department or by any citizen of the State or by the Commission or members of its staff for failure to comply with such standard, or for the good of the service, to be finally and promptly determined by the Commission upon inquiry and after an opportunity to be heard. No person shall be discharged for a political or a religious reason.

(2) Such charges shall thereupon be investigated by the Commission, or by a disciplinary board designated by the Commission for that purpose. The person concerned shall be given a full copy of the charges, and shall be allowed at least five days in which to make reply to such charges, which reply may be in writing or in person before the said Commission or disciplinary board, as the Commission may direct.

(3) Upon receipt of the explanation, or at the conclusion of a hearing, if such hearing shall be granted, the Commission or disciplinary board shall fix the penalty, if any; but the findings of the disciplinary board shall be subject to the approval of the Commission; and the findings of the Commission or of the disciplinary board when so approved, shall be final. Such penalty may be reprimanded, to be made a matter of record; fine, not exceeding thirty days' pay, or both; or permanent reduction in rank, grade or compensation; or removal from the service. In fixing the penalty the Commission shall take into account the previous record of the person charged with an offense. The Commission shall thereupon transmit its findings to the head of the department where the person affected is employed, and such findings and decision shall forthwith be enforced; except that heads of departments, with the approval of the Commission, may dispense with services or reduce the compensation of any person, employed in a department for any time, irrespective of this section, when there shall be no appropriation to pay for such service, or where economy requires cutting down of the force in such department or the reduction of salaries.

(4) The provisions of this rule as to discharges for cause may be waived, in the discretion of the State Civil Service Commission, in cases of discharges for cause from the penal and charitable institutions of the State.

(5) The appointing power may, at any time, suspend without pay for ten days an employee who, in his judgment, is guilty of any misconduct or breach of discipline; and if, within that period, charges are filed with the Commission against such person, he may, with the consent of the Commission, continue such suspension until the Commission shall hear and decide the charges, which must be done within thirty days after the same are filed.

(6) Whoever discharges an employee otherwise than in accordance with this rule shall be deemed guilty of a misdemeanor, and for each and every offense shall upon conviction be punished by a fine not to exceed one thousand dollars.

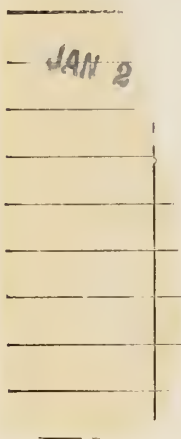
(7) Where a provisional appointment has been approved by the State Civil Service Commission to a position in the State government, and the head of a department, board or commission desires to be relieved of said appointee for any cause whatsoever, it will be necessary to notify the Civil Service Commission in writing, at least five days before the provisional appointee may be permanently relieved from duty, setting forth fully the reasons for such contemplated dismissal, and it must appear to the Commission to be for the best interests of the service.

This rule applies **only** to those provisionally appointed, and not to employees who were holding positions at the time the Constitutional Amendment took effect.

XII.

AMENDMENT OF RULES.

(1) No amendment to these rules shall be adopted by the Commission at the same meeting at which it is proposed, and no final action shall be taken on any amendment in less than five days after its proposal. The Commission shall furnish a copy of the proposed amendments to any one requesting the same and shall allow him an opportunity to be heard if he so desires.





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